

# P.E.O. Local Chapter Officer Training - 2023 Treasurer



Presented by  
Kathy Pirie, JH  
Treasurer, Colorado State Chapter

*Women Helping Women Reach for the Stars*



# Resources

[www.peointernational.org](http://www.peointernational.org)

**Your friend:** Resource Library -> Local Chapter Officers -> Treasurer

**What you'll find:** List of Supplies for Officers, Emblem Order Form, Treasurer Report FAQ's, Membership Cards, Roll Call forms, Explanation of Dues Advancement, General Liability Insurance information, paper ledger book & local chapter Excel program information and MORE.

**\*\*Items of note:**

- ❖ IOLC – Instructions to Officers of Local Chapters
  - ❖ Rev. January 2022
  - ❖ Keep on hand – Treasurer's section – 7 pages – print or digital
- ❖ Review video – Resource Library: “Money Matters”

It's well worth the 15 minutes!

[www.colorado peo.org](http://www.colorado peo.org)

**Your friend:** Local Chapters -> Local Chapter Officer Information and Forms

**What you'll find:** Treasurer Membership Worksheet, Donation Forms (2), Fundraising Policy, Gift Giving Flow Chart, Change in Officers Bank Account Letter template, Tax Status Information and more.

**\*\*Items of note:** Donation forms – One for CSC and one for CPCC, please use current form.

P.E.O. Constitution - Bylaws  
➤ Part III, Article V, page 43



## First Things First – Getting Started



- You will need to be added as a signer on your chapter's bank account(s)
  - You will need a copy of the minutes stating the election of officers
  - Your IRS Tax ID number from International
  - You may want to have a copy of your chapter bylaws
  - Use the fill & print letter: Change in Key Officers for Colorado P.E.O. Chapter
  - **Credit cards are NOT to be issued or held by a local chapter.**
  
- It's helpful to have both the treasurer and president as signers on the account. *Emergencies sometimes happen*



**\*\*Item of Note:** Chapters may choose to receive funds by debit/credit card reader and/or Peer-to-Peer (P2P mobile app service). Refer to IOLC.





**Daisy Star**  
President, Colorado P.E.O Chapter XX

Street Address • City, State ZIP  
email@emailaddress • XXX-XXX-XXXX

*Date*

RE: Change in Key Officers for Colorado P.E.O. Chapter XX

To Whom It May Concern:

Please accept this letter as a formal request to change the key officers for Colorado P.E.O. Chapter XX, account number XXXX(*last four digits*). P.E.O. is an international organization of volunteers who work toward assisting women further their education who's International Headquarters is at 3700 Grand Avenue, Des Moines, IA 50312.

Officers are elected and installed every other year or under special circumstances, usually in March. Prior key officers may still be members of the chapter but not in a leadership position.

Effective immediately key officers to remove are: *Past Chapter President* and *Past Chapter Treasurer*

Key officers to add are: *New Chapter President* and *New Chapter Treasurer*

The address for this account should be changed to:

*Treasurer's street address*

*City, State Zip*

Also find attached a copy of the chapter minutes where these new key officers were elected and installed.

Please feel free to contact me if you have further questions regarding this request.

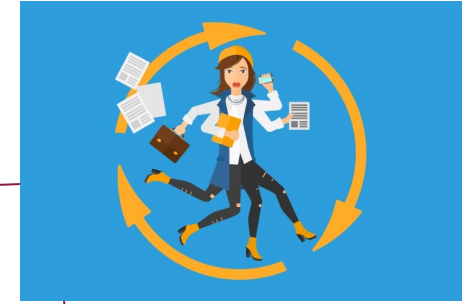
Sincerely,

*President or Treasurer Name*  
*Title, P.E.O. Chapter XX*

*Women Helping Women Reach for the Stars*



# ★★★★★★ Treasurer Duties ★★★★★★



- Collect all dues & fees – new initiates, reinstatements and chapter dues
  - Send out dues notices to all members
  - Recommended in early January, follow up as often as necessary
  - Don't assume a sister is going inactive if you don't hear from them, follow up
- Pay all bills approved by the chapter
  - All bills must be approved by a chapter vote before they are paid even if they were approved in the budget.
- Checking/Savings account should be balanced every month
  - Use either P.E.O. Treasurer's Ledger Book or P.E.O. Excel software program



# Treasurer Duties - continued



- Order chapter supplies / emblems from P.E.O. International
  - New initiate emblems are ordered AFTER initiation
  - Your Corresponding Secretary **MUST** have put your initiate's information into the International website before you order the emblem
- When your chapter President completes her term
  - Ask her for her preference regarding a memento prior to her last chapter meeting – gavel pin, sign for the house
  - Get approval for spending the money for this memento, then order it



# Treasurer Duties - continued



- Writing project donation checks using **current** donation forms
  - Please use the current forms found on the CSC website – these may change, check the website
  - There are separate donation forms for CSC and CPCC – different mailing addresses
  - Do NOT mail donation checks to the State Treasurer
  - Be mindful of donation deadlines, especially chapter designation donations
    - These donations **MUST be RECEIVED** by the CSC Executive Treasurer no later than January 31
    - To receive a chapter designation, a project must receive no less than \$500 in a single donation. Here are the chapter designations:
      - Cottey – Luminary
      - ELF - Legacy
      - IPS – Partners in Peace
      - PCE – Brighter Tomorrow
      - PSA – Laureate
      - STAR – Constellation



# Chapter Meeting

- Roll call – every active member’s name, every meeting
  - Report: “Madam President, XX members responded to roll call”
    - *Don’t forget your Non-Resident sisters – when they are in attendance.*
- Monthly Financial Report – at your first meeting of the month
  - Templates may be found on the P.E.O. International website, or printed from the P.E.O. Excel software program
- Presentation of bills
  - It’s recommended that all bills be provided to the treasurer prior to the meeting so they can be presented together
  - Pay bills as soon as possible after the meeting & record in Treasurer’s ledger
  - Keep any bills or invoices to be presented at your annual audit.

Item of Note: A receipt should be given for any cash received.



# Your Chapter's Audit

- Audit you say? What?
- Once a year your chapter should have 2-3 members assigned to be the auditors. It is not a stressful job.
- They will go through the Instructions to the Auditing Committee found on the International website under “Local Chapter Officers” > “Treasurer”.
- You should have a list of all checks written throughout the year. The auditors can randomly ask for the backup information for any check. Usually they only pick a few.

# Suggestions

- The International and State websites are your friends. If you have any problems locating something, don't hesitate to contact a State Officer.
- Become familiar with the [peointernational.org](http://peointernational.org) website under
  - "Resource Library"
  - "Local Chapter Officers"
  - "Treasurer"
- Become familiar with the [coloradopeo.org](http://coloradopeo.org) website under
  - "Local Chapters"
  - "Local Chapter Officers Information and Forms"
  - "Instructions to Officers"

**Item of Note:**

Your Treasurer's Monthly Report will be an important part of your end of year Annual Report

If you use the P.E.O. Excel program, a report can be printed for the entire year, providing the information required on your IRS-LC.



**TREASURER'S MONTHLY REPORT TO CHAPTER**

Report for Month(s) of: \_\_\_\_\_, 20\_\_\_\_

**CHECKING ACCOUNT**

**A. CHECKBOOK BALANCE, BEGINNING OF MONTH** ..... \_\_\_\_\_

**ADD RECEIPTS DURING MONTH:**

- 1. Dues, fees, assessments (Local, State, International) \_\_\_\_\_
- 2. Gifts, bequests \_\_\_\_\_
- 3. Interest \_\_\_\_\_
- 4. Dividends \_\_\_\_\_
- 5. Total from goods sold \_\_\_\_\_
- 6. Ways and means \_\_\_\_\_
- 7. Refunds (Convention refunds, other) \_\_\_\_\_
- 8. Other receipts \_\_\_\_\_
- 9. Transfers from savings account \_\_\_\_\_

10. **TOTAL RECEIPTS** [Add lines 1 through 9] ..... \_\_\_\_\_

**B. TOTAL RECEIPTS AND BEGINNING CHECKBOOK BALANCE** [Add lines A and 10] .. \_\_\_\_\_

**SUBTRACT DISBURSEMENTS DURING MONTH:**

- 11. Dues, fees, assessments paid to state or International treasurer plus reciprocity dues \_\_\_\_\_
- 12. Donations to International projects and P.E.O. Foundation \_\_\_\_\_
- 13. Donations to state projects \_\_\_\_\_
- 14. Convention expenses \_\_\_\_\_
- 15. Chapter operating expenses \_\_\_\_\_
- 16. Cost of goods sold \_\_\_\_\_
- 17. Other \_\_\_\_\_
- 18. Transfer to Savings Account \_\_\_\_\_

19. **TOTAL DISBURSEMENTS** [Add lines 11 through 18] ..... \_\_\_\_\_

**C. CHECKBOOK BALANCE, END OF MONTH** [Subtract line 19 from line B] ..... \_\_\_\_\_

**SAVINGS ACCOUNT / MONEY MARKET**

**D. SAVINGS BALANCE, BEGINNING OF MONTH** ..... \_\_\_\_\_

- 1. Interest added by bank or money market fund ..... + \_\_\_\_\_
- 2. Deposit(s) added ..... + \_\_\_\_\_
- 3. Total beginning balance plus additions [Add lines D, 1, and 2] ... = \_\_\_\_\_
- 4. Subtract withdrawals ..... - \_\_\_\_\_

**E. SAVINGS BALANCE, END OF MONTH** [Subtract line 4 from line 3] ..... \_\_\_\_\_

**F. OTHER ASSETS** (CDs, bonds, stocks, mutual funds, etc.) ..... \_\_\_\_\_

**TOTAL ALL CHAPTER ASSETS, END OF MONTH** [Add lines C, E, and F] ..... \_\_\_\_\_

\_\_\_\_\_  
Treasurer Chapter Date



# Goods Sold vs Ways & Means



- Goods Sold are any fundraiser where tangible items are being sold to individuals.
- EXCEPTIONS (thank you, IRS) are Auctions and Raffles – these are still Ways & Means.
- Examples of Goods Sold – garage sales, bake sales, sales of gift cards, craft fairs would be considered Goods Sold. If there is an expense associated with it, that's Cost of Goods Sold
- Ways & Means fundraisers do not involve the sale of items. Many of them are more experience based.
- Examples of Ways & Means – a brag basket at a meeting, luncheons, dances
- Donations (a check/cash) from chapter sisters: This has not changed – these are recorded as Donations/Gifts/Bequests. Think: “Love Gifts”

### COLORADO STATE CHAPTER – Donation Form

(Please use this form for any individual OR Chapter Donations to Colorado State Chapter Projects)

To receive recognition, donations MUST be received by CSC Executive Treasurer:

Colorado State Chapter Gift List – donations **MUST** be received no later than **February 25<sup>th</sup>**

**\*\*International Project special designation (\$500.00 or more) – donations MUST be received no later than January 25<sup>th</sup>**



PLEASE NOTE: Donation from Chapter \_\_\_\_\_ City: \_\_\_\_\_ OR Individual Donation \_\_\_\_\_

#### COLORADO STATE PROJECTS

- Colorado State Scholarship Fund (CSSF) \$ \_\_\_\_\_  
(Primarily for students seeking Non-Traditional degrees)
- Colorado Cottey College Scholarship Fund (CCSF) \$ \_\_\_\_\_

#### INTERNATIONAL PROJECTS (Individual donation form for International Projects can be found at [www.peointernational.org](http://www.peointernational.org))

**\*\*All special designation donations of \$500.00 or more MUST be received by the CSC Executive Treasurer no later than January 25<sup>th</sup>**

- P.E.O. Educational Loan Fund (ELF) \$ \_\_\_\_\_  
\*ELF Legacy Chapter Designation will be given for gift of \$500.00 or more
- P.E.O. International Peace Scholarship (IPS) \$ \_\_\_\_\_  
\*PIP-Partners in Peace Chapter Designation will be given for gift of \$500.00 or more  
**\*\*Must** include Partner in Peace additional donation form
- P.E.O. Program for Continuing Education (PCE) \$ \_\_\_\_\_  
\*PCE Brighter Tomorrow Chapter Designation will be given for gift of \$500.00 or more
- P.E.O. Scholar Award (PSA) \$ \_\_\_\_\_  
\*PSA Laureate Chapter Designation will be given for gift of \$500.00 or more
- P.E.O. STAR Scholarship (STAR) \$ \_\_\_\_\_  
\*STAR Constellation Chapter Designation will be given for gift of \$500.00 or more

#### P.E.O. Foundation

- Foundation Fund Name & # \_\_\_\_\_ \$ \_\_\_\_\_
- Undesignated – Foundation Trustees will distribute donation to projects where needed

#### Cottey College

- Undesignated – Donation will be used where needed \$ \_\_\_\_\_
- Designated \_\_\_\_\_ \$ \_\_\_\_\_  
(Please designate: (examples – Library, Music, Fine Arts, Scholarship, etc.))

**\*\*Please note if gift is: IN HONOR OF \_\_\_\_\_ OR IN MEMORY OF \_\_\_\_\_**

**\*\* Use additional sheet if necessary**

TOTAL AMOUNT Enclosed: \$ \_\_\_\_\_ Check #: \_\_\_\_\_ *Thank you for your gift!*

Make check payable to: Colorado State Chapter

Mail check to: Janelle Mendelson, CSC Executive Treasurer 2132 So Eldridge St. Lakewood, CO 80228

Signed: \_\_\_\_\_ Chapter Treasurer or Individual Donor

Address: \_\_\_\_\_ City, State Zip \_\_\_\_\_ Email: \_\_\_\_\_

Rev. 08/03/2022



### Donation Forms:

- ✓ Check the website for updated forms
- ✓ Note deadlines for sending donations
- ✓ Note where to send donations
- ✓ DO NOT send donations with Annual Report – Dues check
- ✓ There is a separate donation form available for individuals wishing to make tax deductible donations. Do not deposit these funds in your chapter account.

### Colorado P.E.O. Charitable Corporation Donation Form for Chapters, Groups and Individuals



Donation is from a  Chapter  Group  Individual

PLEASE PRINT LEGIBLY

Name (Treasurer's or Individual's): \_\_\_\_\_ Chapter Letters \_\_\_\_\_

Mailing address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Chapter City \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

Check the box(es) and indicate the amount for each.  
If your gift is in honor of (IHO) or in memory of (IMO) someone, circle IHO or IMO and write in the name.

If you would like an acknowledgement sent to the honoree/family, please provide the name/ mailing address for the honoree/family.

- Colorado P.E.O. Charitable Corporation \$ \_\_\_\_\_ IHO/IMO \_\_\_\_\_
- Chapter House \$ \_\_\_\_\_ IHO/IMO \_\_\_\_\_
- Share the Care \$ \_\_\_\_\_ IHO/IMO \_\_\_\_\_
- General Marguerite Fund \$ \_\_\_\_\_ IHO/IMO \_\_\_\_\_
- Shower Marguerite Fund \$ \_\_\_\_\_ IHO/IMO \_\_\_\_\_
- Endowment Fund \$ \_\_\_\_\_ IHO/IMO \_\_\_\_\_

Because Endowment Funds are restricted donations, the minimum amount CPCC can accept for the Endowment Fund is \$10,000. Amounts less than \$10,000 will be credited to the Share the Card Fund.

Total Enclosed \$ \_\_\_\_\_ Check Number: \_\_\_\_\_

Please make your check payable to COLORADO P.E.O. CHARITABLE CORPORATION

MAIL CHECK AND THIS COMPLETED FORM TO:

JANET KLINE  
CPCC TREASURER  
10575 DACRE PLACE  
LONE TREE, CO 80124

Note: Mail International and Colorado State Educational philanthropy donations to the CO State Chapter Executive Treasurer with a Colorado State Form. Go to [www.coloradopeo.org](http://www.coloradopeo.org) for the correct form and mailing address.

October 2021

## Local Chapters & Tax Status:

The IRS categorizes every P.E.O. entity into two distinct categories:

- **Charitable (also known as 501(c)(3) entities)** These are the funds that actually carry out the charitable mission of P.E.O. Gifts made payable to these projects may be deducted by the donors as charitable contributions and are exempt from income & estate taxes.
  - ELF
  - IPS
  - PCE
  - PSA
  - STAR
  - P.E.O. Foundation
  - Cottey - & other Cottey entities
  
- **Tax Exempt/Nonprofit (also known as 501(c)(4) entities)** In 1950, the IRS granted P.E.O. a group exemption for all organized chapters. This means that chapters do not have to pay income tax on any earnings, because they have been organized to support the charitable funds of P.E.O. (above). Contributions to tax exempt/nonprofit organization are *not* considered charitable by the IRS. The following fall under this category...
  - International Chapter P.E.O. (Des Moines)
  - State and District Chapters
  - ALL local chapters
  - P.E.O. Reciprocities
  - P.E.O. Groups



## Fundraising Notes:

**Required Notice:** In any fundraising event sponsored by a chapter or by a member, it is imperative that the following statement be provided on all event advertisements or communications and distributed to all donors:

*“P.E.O. chapters support the educational and charitable funds of the P.E.O. Sisterhood, but are not classified as charitable by the IRS. Therefore, donations to individual chapters do not meet the IRS requirements for a charitable income tax deduction. P.E.O. shall not be liable in any way for any goods and services supplied by third-party vendors or public establishments.”*

**Item of Note:** These complete documents can be found on the Colorado P.E.O. website -> Local Chapter Officers

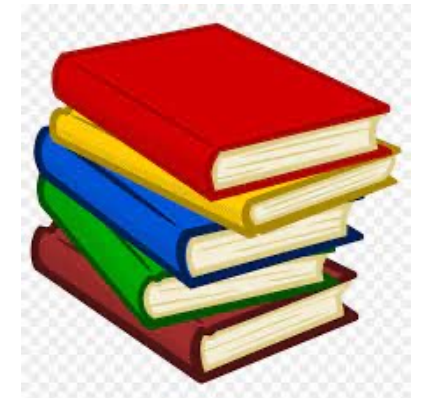


## RETENTION RECORD

TYPE OF RECORD	RETENTION
<b>Retain or destroy material in accordance with this record.</b>	
Annual Report of Treasurer	Six years
Annual Summary of Treasurer, Form IRS-LC (U.S chapters only)	Six years
Bank deposit slips, withdrawal slips, bank statements, check stubs or register	Six years
Canceled checks	Keep according to state, provincial or district law
Chapter IRS identification number (U.S. chapters only)	Life of chapter
Emblem Order form	Destroy after order checked and found correct
Financial ledger spreadsheets	Six years following last entry
Monthly treasurer reports	Retained in recording secretary's files
Receipt Book duplicates	One year
Roll Call Pages	Two years: the current and the previous year
Savings passbooks	Six years following last entry

**A bit more:**

Find this and more  
in the IOLC.



# From Start to Finish – Annual Reports

The **2023** annual reports were done electronically for the first time. Make sure that the President, Corresponding Secretary and Treasurer's email addresses are on the International website correctly by February 1st. This is important.

- ✓ YOU DO NOT NEED TO BE A CPA TO COMPLETE THESE ANNUAL REPORTS 😊
- ✓ Annual Reports are due March 10<sup>th</sup>.
- ✓ Watch the videos from International as shared. They may change next year.
- ✓ Your chapter dues check should be dated 2/28/2023 and should be the last check written for the year (**even if the check isn't written until March**)
- ✓ **Confirm** the number of active members with your chapter Corresponding Secretary. **Number of active members must match both the ARCS and Treasurer Reports.**
- ✓ Check your math – check your math – then check it again.
- ✓ All dues checks should be sent to Janelle Mendelson, Executive Treasurer.
  - ❖ *(Do NOT send dues checks to the state Treasurer)*





# And finally. . . .

Thank you for joining our Spring Officers Training. I hope you've learned a bit.  
If you have any questions, please don't hesitate to contact me.

Kathy Pirie, JH  
Treasurer, Colorado State Chapter 2022-2023  
[peo.kwirekat@gmail.com](mailto:peo.kwirekat@gmail.com)  
(303) 250-2592

Reminder: State Officers will change right after Convention in June.  
Treasurer will be:

Mary Kay Tomlinson, FF  
[peoglow7@gmail.com](mailto:peoglow7@gmail.com)  
(303) 358-4276

